

VOLUNTEER POSITION ANNOUNCEMENT

Volunteer Position Title: Receptionist Assistant

Agency/Program: ACS Community Service

Location: Information /Referral Program

Hours Volunteer is Needed: Hours May Vary

Agency POC: Lisa Exum

Phone Number: 910-396-8682

Email Address: exumlisa@bragg.army.mil

Brief Description of Volunteer Duties: Manage calls on 5 lines, take accurate messages, make arrangements as directed by staff, maintain statistics on inquires to office for phone calls and clients, and assist other staff on an as needed basis.

Special Skills Requirements:

Willingness and ability to work with people, familiar with ACS programs and available services.

Is this considered a routine position within your organization or a short term/special project position? Routine X Short Term/Special

***Government Vehicle Usage Authorized: Yes No X**

***POV Usage for Volunteer Activities Authorized: Yes No X**

***Determined by agency based on job requirements – no reimbursement available for POV use.**